UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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<tr><td>**Notice FI-2571**</td></tr>
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For: National and State Office Program Managers

Electronic Funds Control (E-FC) Instructions for
National and State Office Program Managers of Conservation Programs

Approved by: Deputy Administrator, Management

1 Overview

A
Background

The need for improved funds control necessitated implementing an automated funds control process. This process will provide real-time funds control and reporting for programs with a spending limitation. The E-FC process consists of a web application that works with AS/400 and System 36 software.

The E-FC process will be initiated when a program has an appropriation or funding limitation. A National Office level allocation will be updated into E-FC web application from the General Ledger System. National Office program managers will be notified by e-mail when a program is available to begin recording allotments.

Note: Initial implementation of conservation programs requires allotments to be established at State and County Office levels.

B
Purpose

This notice provides roles and responsibilities for National and State Office program managers for E-FC for conservation programs.

Disposal Date	Distribution
June 1, 2003	National Office Program Managers and State Offices; State Offices relay to Program Managers

1   Overview (Continued)

**C
Effective Date**   Payment requests for programs requiring funds control began using the E-FC
process in November 2002.

**D
Contact**   If there are any questions about this notice, contact George Sakacs, FMD at
703-305-1304.

2   Critical Software Updates on Service Center System

**A
Required
Software
Installations**   The E-FC process uses new technology that has been included in multiple AS/400
software releases. Release numbers and software information for funds control
process are as follows.

| Release Number	Software Name	Software Function
AS/400 Release 6	MQSeries	Message processing application that will send funds control updates between service centers and electronic funds control web application.
AS/400 Release 10	Websphere	Internet based application server that facilitates processing of funds control information.
AS/400 Release 14	E-Funds	Software to support control and reporting of funds.
System 36 Release 496-S	Data Control Check Writing	Software to verify funds are available before disbursing and updating funds control balances.

2   Critical Software Updates on Service Center System (Continued)

B
Improper
Installation

If all required releases in subparagraph A have **not** been installed properly and/or the AS/400 database is **not** available, EFC Database Missing Screen ABKEFCER will be displayed and no funds controlled program payment requests will be processed until successful installation occurs.
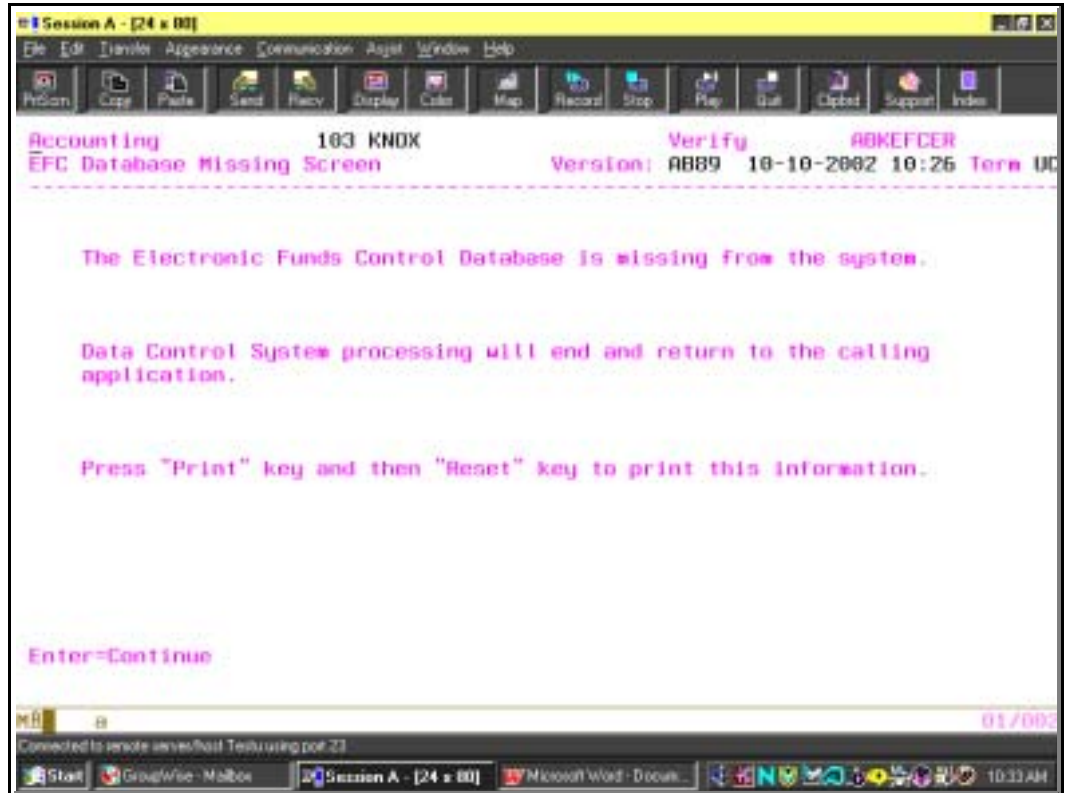
Solution: Contact National Help Desk at 800-255-2434.

3   Conservation Programs Subject to Funds Control

A
Identified E-FC
Programs

E-FC is being implemented for the following programs.

- ACP, Annual Agreements
- ACP, Long Term Agreement
- Agricultural Management Assistance Program
- ECP, Cerro Grande Fires
- ECP, Drought
- ECP, Floods
- ECP, Hurricanes/Typhoons
- ECP, Maple Producers
- ECP, Mid West Floods
- ECP, Other Emergencies
- ECP, Tornadoes
- EQIP, All Programs Years
- EQIP Educational Assistance
- EQIP, Ground and Surface Water Conservation
- EQIP, Klamath Basin
- EQIP, NRCS
- Interim EQIP, Annual Agreement
- Interim EQIP, Colorado River Salinity Control Program
- Interim EQIP, Great Plains Conservation Program
- Interim EQIP, Long Term Agreement
- Pasture Recovery Program
- Soil and Water Conservation Assistance Program.

3   Conservation Programs Subject to Funds Control (Continued)

B
E-FC Crosswalk
Table

Currently E-FC programs are listed using an abbreviated description of program and SCOAP table codes. The following table is intended to cross reference E-FC program codes with associated known program codes.

Screen Displayed E-FC Program Code	Program Description	Program Code
ACP (3010)	ACP-Annual Cost-Share	AUTOANA
ACP (3220)	ACP-Long Term Cost-Share	AUTOLTA
ACP (3015)	ACP-Interim EQIP Annual Agreement	AUTOACPEAN
ACP (3215)	ACP-Interim EQIP Long Term Agreement	AUTOACPELT
CONSERV PROG (3520)	Agriculture Management Assistance Program	XXAMAPN
ECP (4520)	ECP-Cerro Grand Fires	00AUTOECPCGF
ECP (4405)	ECP-Drought	AUTOECPD
ECP (4205)	ECP-Flood	AUTOECPF
ECP (4805)	ECP-Hurricane/Typhoon	AUTOECPH
ECP (4505)	ECP-Maple Producers	AUTOECPMP
ECP (4215)	ECP-Mid West Flood	AUTOECPMWF
ECP (4005)	ECP-Other Emergencies	AUTOECPO
ECP (4305)	ECP-Tornadoes	AUTOECPT
ECP (4600)	ECP-Soil Conservation Service	ECPSCS
EQIP (3030)	Environmental Quality Incentive Program	XXAUTOEQIP
EQIP (3025)	EQIP Educational Assistance	XXEQIPEA
CONSERV PROG (3035)	NRCS Regular EQIP	02EQIPNRCS
CONSERV PROG (3040)	Ground and Surface Water Conservation	02GSWCNRCS
CONSERV PROG (3045)	Klamath Basin	02KBNRCS
INTERIM EQIP (3705)	Interim EQIP Colorado River Salinity Control Program	ECRSCP
INTERIM EQIP (3605)	Interim EQIP Great Plains Conservation Program	EGPCP
CONSERV PROG (3535)	Soil and Water Conservation Assistance Program	01SWCAP
PASTURE RECP (3535)	Pasture Recovery Program	XXAUTOPRP

3 Conservation Programs Subject to Funds Control (Continued)

C
Initial Allotment Load

Initial State and County allotments in E-FC system are based on the September 30, 2002, Conservation 305 Monthly Progress Report transmitted to Kansas City. Both State and County allocations were adjusted by subtracting Column 6, "Performance Reported Earned" amount in FY 2002 on the 305 report to arrive at FY 2003 starting allotment.

Note: If September 30, 2002, progress report transmission was not received by Kansas City by the cutoff date, then the county received no funding for their program.

D
Adjustments to Initial Allotment Load

Since the initial allotment load, payment activity has taken place requiring adjustments of allotments at the County Office level. Additional adjustments may need to be made for October, November, and December.

In the future, funds expended and balance available will be adjusted for FY 2003 activity processed before E-FC implementation.

4   Getting Started

A
Requesting an
Individual E-FC
ID

If the user already has access to 1 of the following systems, then user ID has already been established. Use that ID and password as login credentials to E-FC.

- ACCTNG
- BSS
- CAF
- CAMS
- FAIRSII
- IDP
- PHONEADMIN
- PWD
- NCT
- SCIMS
- SORS/PSCAD
- STORM
- TAMS
- TELTRAK
- YOUTHMENTORING.

There is, however, a second layer of security for E-FC that may not have been established. This layer will give access to programs each user is responsible for administering within E-FC. Initial individuals have been identified and were granted access by National Office program managers.

Note: To gain access to E-FC, contact the E-FC Security Office at 816-823-1531.

If all layers of security are setup, then proceed to paragraph 5.

4   Getting Started (Continued)

B
New
User/Change
Password

A new user may not have an established user ID and password for 1 of the systems listed in subparagraph A. New users must log into the FSA Intranet Secure Password System before accessing the E-FC web application for the first time. The E-FC web address is **https://intra2.fsa.usda.gov/pwd**. The following screen will be displayed.

Note: Passwords must be changed every 90 days. Use the web address above to change user ID password.

To change passwords, enter user ID and current password in "Old Password" box. Enter new password, that must be at least 9 characters and includes a number and a special character.

Note: Special characters are considered to be !, #, $, %, or &.

Retype new password again for verification and PRESS "Click here to change your password".

4   Getting Started (Continued)

C
Resetting a   If password has been forgotten or there are problems logging into E-FC, contact
Password   the National Help Desk at 800-255-2434.

5   Logging Into E-FC Application

A
Accessing   The web address to access E-FC application is
E-FC Web   **http://fsatpws4.fsa.usda.gov/EFC/ViewLoginServlet**. At Login Screen, enter
Application   user ID, password, and PRESS "Login".
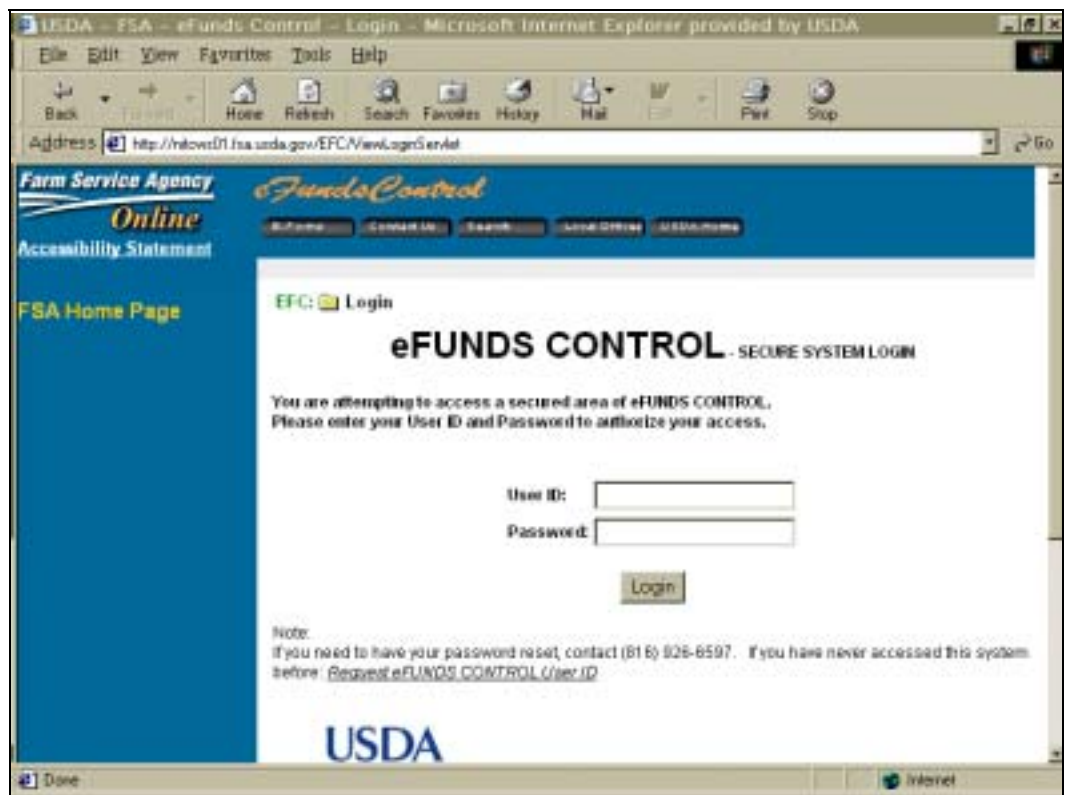
5   Logging Into E-FC Application (Continued)

B
Standard E-FC
Buttons
The following buttons are standard throughout the E-FC application to assist users with common functions.

Button	Function
Add County	Add a County to support program.
Add State	Add a State to support program.
Cancel	Return to previous screen without saving information.
Contact Us	Sends an e-mail to the help desk.
E-Form	Link to government electronic forms.
Exit	Return to previous screen without saving information.
Local Office	Search to locate local office.
Login	Validates user ID and password.
Print	Reformats information into printer friendly format. Use print button on browser to print information.
Recalculate	Calculates changes on screen. **This is not a save**.
Save	Saves information to E-FC application.
Search	Search for items on FSA's intranet.
Submit	Adds States or counties selected.
USDA Homepage	Link to USDA's homepage.

C
Standard Links
The following links are used throughout the E-FC application to assist users with commonly used functions and websites.

Links	Function
Accessability Statement	Section 508 of the Rehabilitation Act, Web Accessibility.
E-Funds Control Program	Program selection list.
Inq/Susp Fund Allocation	Program status. Ability to suspend or unsuspend a program.
Logoff	Logoff E-FC application.
Search For Previous Fiscal Year	Ability to lookup previous FY's. **Available starting in FY 2004**.

5   Logging Into E-FC Application (Continued)

D
Browser
Navigation
Warning

Warning: Use of "Back" on browser toolbar will go back to previous screen. "Back" **will not** save any information entered. All data will be lost up to last save. Currently there is no warning provided if "Back" is accidently pressed. "Save" is the only way to save changes.

6   National Office Program Manager Responsibilities

A
Overview

National Office program managers will have sole responsibility for controlling National reserve and State allotment in E-FC application. National Office program managers, when required, may control State reserve and County allotment.

Note: National Office allocations will be entered into E-FC application by FMD. Allocations will be amount recorded in the general ledger (CORE).

6   National Office Program Manager Responsibilities (Continued)

**B
Adding States
for a Program**

After successfully logging in, Program Selection List Screen will be displayed with a list of programs identified as needing funds control.

To establish States allowed to administer the program, PRESS "**Allot State**" next to the desired program. The first time into the desired program, a list box containing all States and U.S. territories is provided for user selection. After the first States have been added, use **"Add States"** for additional State selection.

6   National Office Program Manager Responsibilities (Continued)

B
Adding States for
a Program
(Continued)

On Select States For Program Screen, select which State is to be added and PRESS "**Submit**". If more than 1 State is to be added, or a State that has all ready been selected is to be deselected, hold down "**Ctrl**", select each desired State, and PRESS "**Submit**". This will select/deselect all highlighted States.
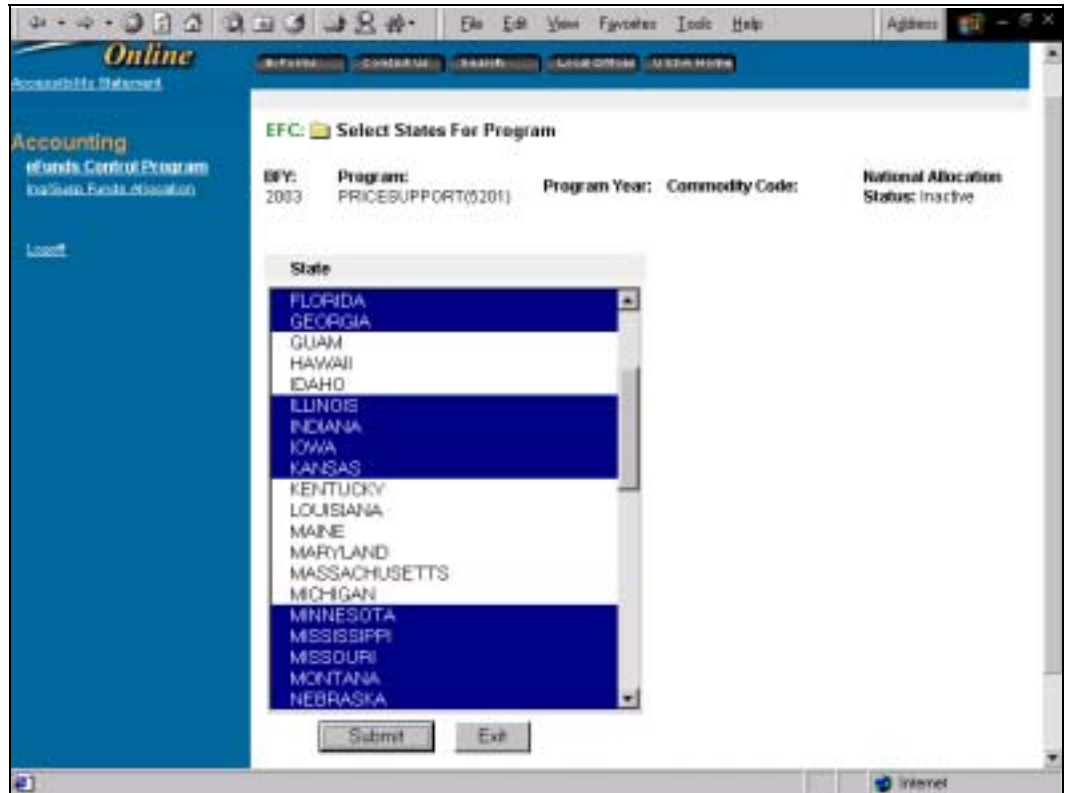
6   National Office Program Manager Responsibilities (Continued)

C
Entering a
National Reserve
and State
Allotment

On Allot Funds State Screen, enter allotments according to the following:

• in "**New National Reserve**" box, enter desired amount of funds to be withheld for reserve

• in "**Allotment Adjustment**" box, enter amount of allotment for each State

Notes: Total allotment for each State should equal "**Total State Allotment**".

Total of all State allotments plus National reserve should equal "**National Allocation**".

• PRESS "**Recalculate**" to view screen information only

• PRESS "**Save**" to save all information.

If additional States need to be added after initial allotments have been established, PRESS "**Add States**".

6 National Office Program Manager Responsibilities (Continued)

C
Entering a
National Reserve
and State
Allotment
(Continued)

If totals exceed National allotment, then State Allotment Adjustments Confirmation Screen will be displayed with the message, "State Allotment amount(s) plus the National Reserve does not equal the National Allocation. The allocation will be assigned a status of inactive". Pressing "**Save**" on an out of balance program will not allow payment disbursement for that State until discrepancy has been corrected. PRESS "**Cancel**" to return to Allot Funds State Screen to make appropriate corrections.
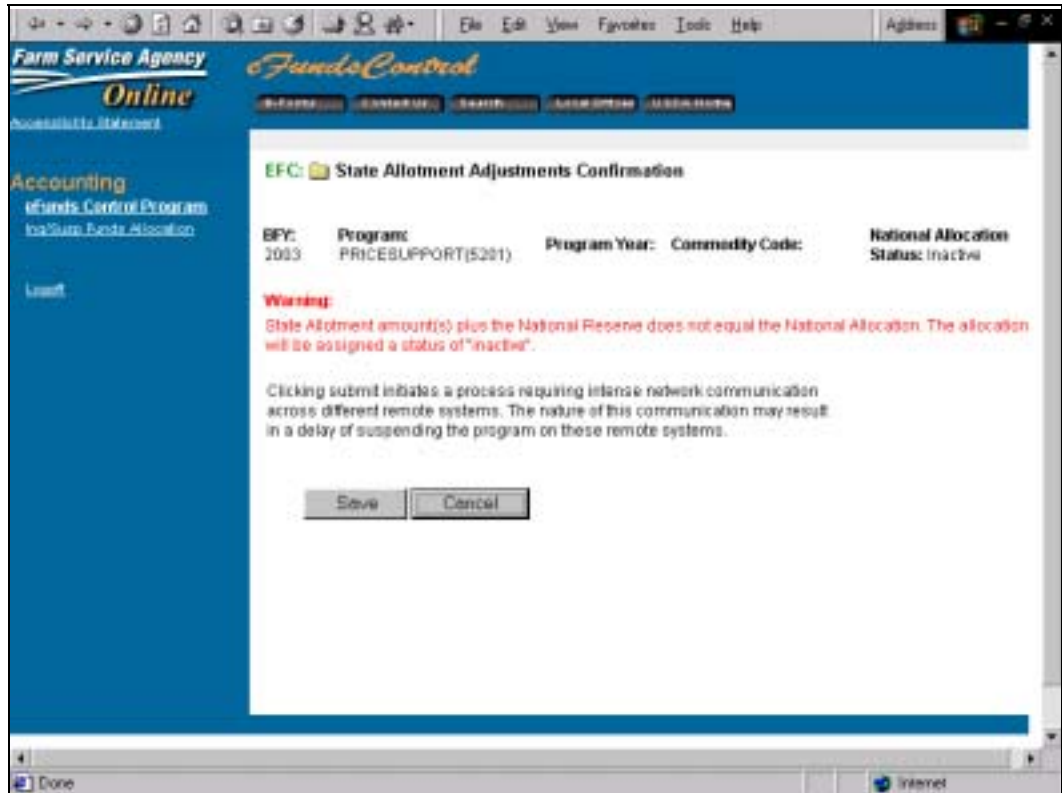
D
Increasing State
Allotment From
National Reserve

To increase an allotment to a State from National reserve:

- PRESS "**Allot State**" next to desired program on Program Selection List Screen

- enter total of new lower National reserve in "**New National Reserve**" box

- enter only increase next to State to be increased, **not** entire State allotment

- PRESS "**Recalculate**" to view screen information only

- PRESS "**Save**" to save all information.

6   National Office Program Manager Responsibilities (Continued)

E
Decreasing State
Allotment

An established State allotment may be decreased, but the State **must be** suspended first according to subparagraph 7 G. Suspending a State will trigger all counties with allotments to stop processing activity for that program and sends the latest funds availability information to e-Funds. Allotments can only be decreased for the amount less than or equal to the funds available per site. Until the site replicates back to the e-Fund web application, it cannot be decreased. Decrease an established State allotment according to the following:

•   PRESS "**Allot State**" next to desired program on Program Selection List Screen

•   enter total of new higher National reserve in "New National Reserve" box

•   enter only decrease next to State to be decreased, not entire State allotment

Note: Must enter minus sign (-) to decrease allotment amount in Allotment Adjustment block.

•   PRESS "**Recalculate**" to view screen information only

•   PRESS "**Save**" to save all information

•   unsuspend program at State Office level according to subparagraph 7 H.

6 National Office Program Manager Responsibilities (Continued)

**F
State to State
Re-allotment**

To re-allot funds from 1 State to another State, the State that is going to be decreased **must be** suspended first, see subparagraph 7 G. To re-allot funds from State to State:

- PRESS "**Allot State**" link next to desired program on Program Selection List Screen

Note: National reserve amount should remain same as current value shown.

- enter only decrease amount next to the desired State using the minus sign (-)

- enter only increased amount next to the desired State

- PRESS "**Recalculate**" to view screen information only

- PRESS "**Save**" to save all information

- unsuspend program at State Office level according to subparagraph 7 H.
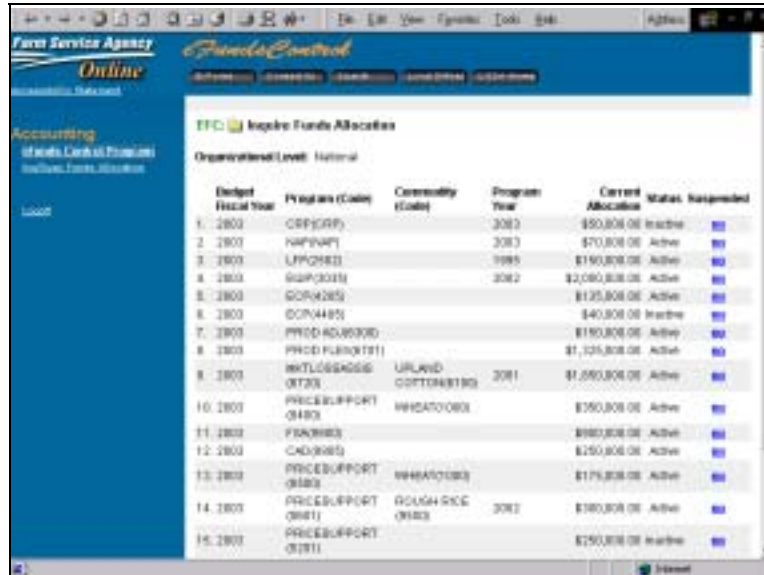
6   National Office Program Manager Responsibilities (Continued)
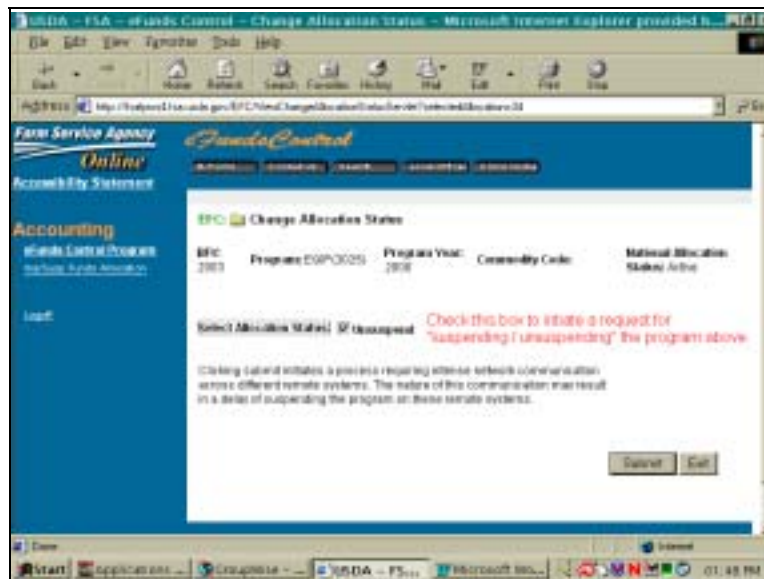
**G
Suspending a
Program at
National Office
Level**

To suspend an entire program, on Program Selection List Screen, PRESS
"**Inq/Susp Funds Allocation**" under Accounting heading. A program list is
displayed showing current allocation, status, and suspension status. Under
"Suspended" column, PRESS "**no**" next to program that is to be suspended.

On Change Allocation Status Screen check "**Suspend**" and PRESS "**Submit**" to
suspend the entire program. If this is not the correct program to suspend, PRESS
"**Exit**" to return to previous screen. Suspending the entire program will stop all
disbursements from the State or County Office for that program.

6 National Office Program Manager Responsibilities (Continued)

H
Unsuspending a Program at National Office Level

To unsuspend an entire program, on Program Selection List Screen, PRESS "**Inq/Susp Funds Allocation**" under Accounting heading. A program list will be displayed showing the current allocation, status, and suspension status. Under "Suspend" column, PRESS **"yes"** link next to program to be unsuspended.

On Change Allocation Status Screen, check "**Unsuspend**" and PRESS "**Submit**" to unsuspend the entire program. If this is not the program to unsuspend, PRESS "**Exit**" to return to the previous screen. Disbursements from the State or County Office may resume for the program.
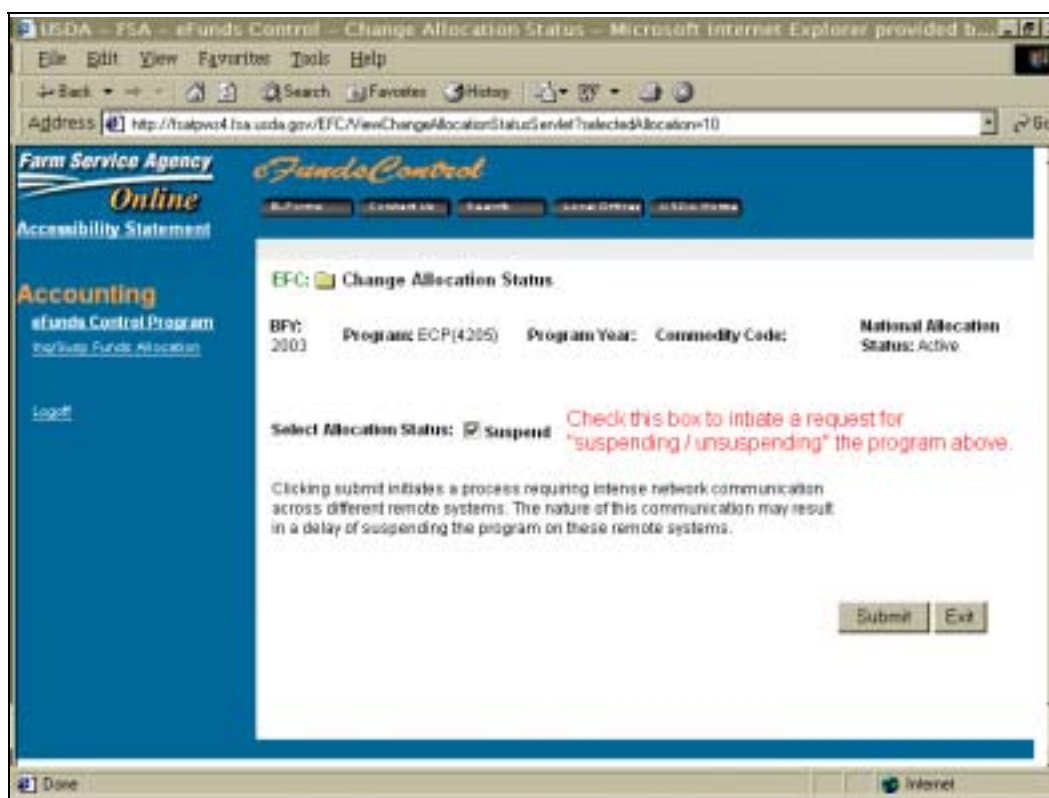
I
National Office Program Manager Controlling State Funds

For National Office program managers that have responsibility to control State allotments, see paragraph 7.

7   State Office Program Manager Responsibilities

A
Overview   State Office program managers have responsibility for controlling State reserve
                        and County allotments for programs in the E-FC web application.

B
Adding Counties   After successfully logging in, State Office program managers will have a program
for a Program   selection list that corresponds to program security permission. To establish which
                        counties are allowed to administer programs, on Program Selection List Screen,
                        PRESS "**Allot County**" which will display a list of State names. On Select
                        Counties for Program Screen, highlight the State to add counties. The first time
                        into a State, a list box containing all counties will be displayed. After initial
                        counties have been selected, use "**Add County**" for additional counties. Select
                        county to be added and PRESS "**Submit**". This will add the county for that State.
                        If more than 1 county is to be added or a highlighted county needs to be
                        deselected, hold down "**Ctrl**", highlight counties that are desired, and PRESS
                        "**Submit**". The highlighted counties will be added. If all counties are desired,
                        highlight the first county on the list, scroll down to end of the list, hold down
                        "**Shift**", select last county and all counties should be highlighted. PRESS
                        "**Submit**" to add all highlighted counties.
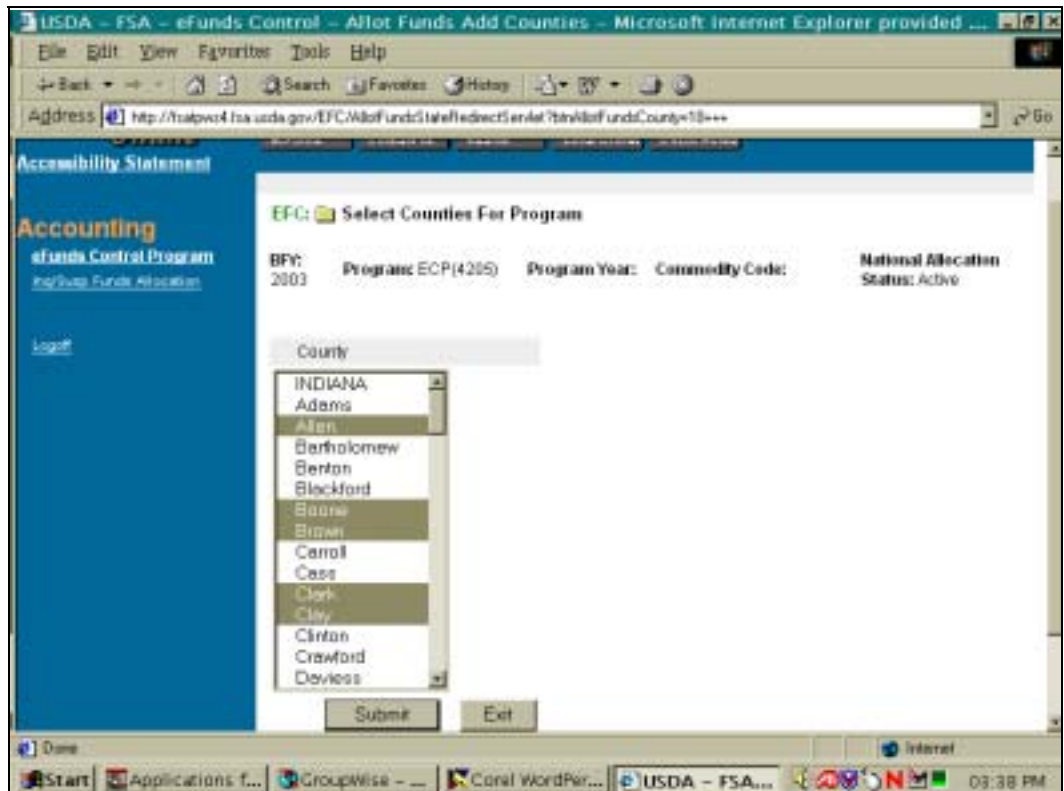
7   State Office Program Manager Responsibilities (Continued)

C
Entering A State
Reserve and
County
Allotments

To establish a county allotment and State reserve, on Allot Funds State Screen, click "**Allot County**" next to the program. Enter the desired amount of funds to be withheld in the "**New State Reserve**" box. Enter the allotment amount for each county in the "**Allotment Adjustment**" box.

The total of the all the county allotments plus the State reserve should equal the "**State Allotment**" and the total allotment for each county should equal the "**Total County Allotment**". PRESS "**Recalculate**" to update screen information only. **Nothing has been saved at this time**. PRESS "**Save**" to update all information.

7   State Office Program Manager Responsibilities (Continued)

**C
Entering a State
Reserve and
County
Allotments
(Continued)**

If the totals exceed the State allotment, State Allotment Adjustments Confirmation
Screen will be displayed with the message, "State Allotment amount(s) plus the
National Reserve does not equal the National Allocation. The allocation will be
assigned a status of inactive". No payments can be disbursed until the discrepancy
has been corrected.

PRESS "**Cancel**" to return to Allot Funds Add Counties Screen to make
corrections.
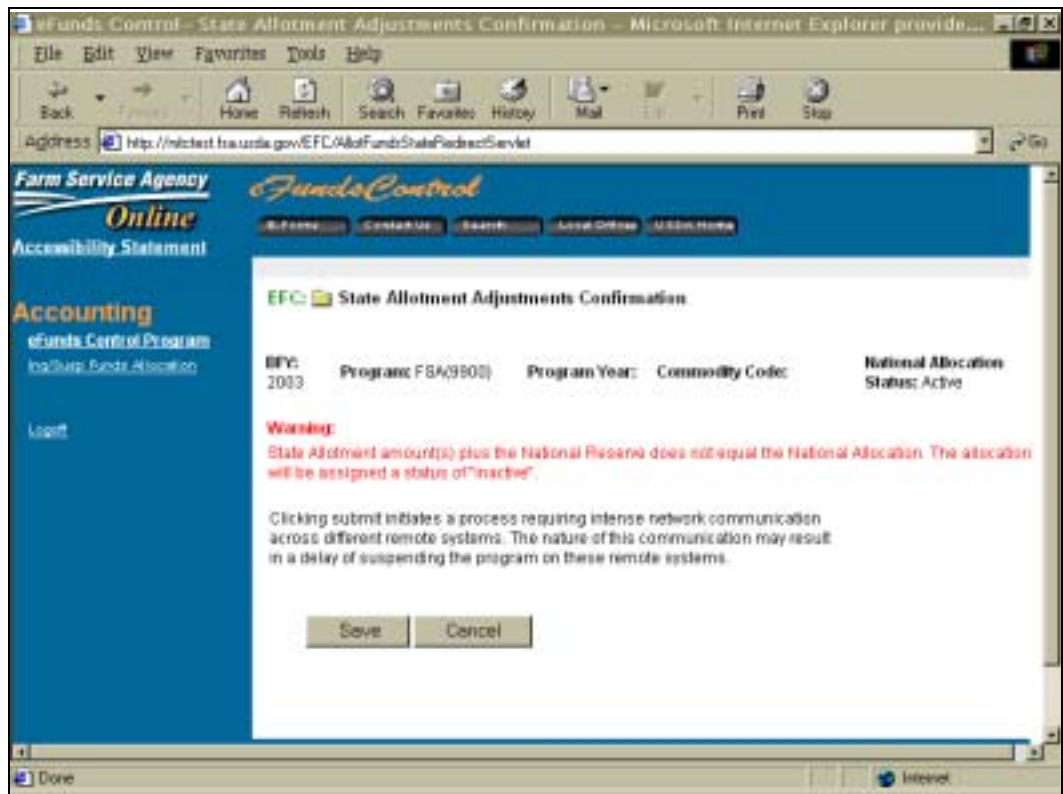
7   State Office Program Manager Responsibilities (Continued)

D
Increasing
County
Allotments From
State Reserve

To increase an established county allotment from State reserve:

• PRESS "**Allot County**" next to desired program on Program Selection List Screen

• enter new lower State reserve in "**New State Reserve**" box

• enter **increase** to existing county's allotment in "**Allotment Adjustment**" box

   Note: Do **not** enter entire county allotment.

• PRESS "**Recalculate**" to view screen information only

• PRESS "**Save**" to save all information.

E
Decreasing
County
Allotment

An established county allotment may be decreased but county **must be** suspended first, see subparagraph I. Suspending a county stops all processing activity for the program and sends latest funds available information to E-FC. Allotments can only be decreased for an amount less than or equal to the funds available per site. Until the site replicates back to the e-Funds web application, the allotment cannot be decreased. To decrease an established allotment of a county:

• PRESS **"Allot County"** next to desired program on Program Selection List Screen

• PRESS **"State"** link to bring up valid counties for that program

• enter total of new State reserve in **"New State Reserve"** box

• enter only decrease amount next to desired county using the minus sign (-)

• PRESS **"Recalculate"** to view screen information only

• PRESS **"Save"** to save all information

• unsuspend program at County Office level according to subparagraph J.

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7   State Office Program Manager Responsibilities (Continued)

F
County to
County
Re-allotment

To re-allot funds from 1 county to another county, the county that is going to be decreased **must be** suspended first according to see subparagraph I. To decrease the allotment of a county, on Program Selection List Screen:

- PRESS "**Allot County**" next to desired program on Program Selection List Screen

- PRESS "**State**" to bring up counties for that program

- enter only decrease amount next to desired county using the minus sign (-)

- enter only increase amount next to desired county

- PRESS "**Recalculate**" to view screen information only

- PRESS "**Save**" to save all information

- unsuspend program at County Office level according to subparagraph J.

7   State Program Manager Responsibilities (Continued)

**G
Suspending a
Program at State
Office Level**

A list of States for a program will be displayed on Inquire Funds Allotment Screen.

To suspend a program at State Office level, PRESS "**no**" under "Suspend" column.

7 State Program Manager Responsibilities (Continued)

**G
Suspending a
Program at State
Office Level
(Continued)**

If this is:

• **not** the appropriate State to suspend, PRESS "**Exit**" to return to Inquire Funds
  Allotment Screen

• the appropriate State to suspend, check "**Suspend**" and PRESS "**Submit**".
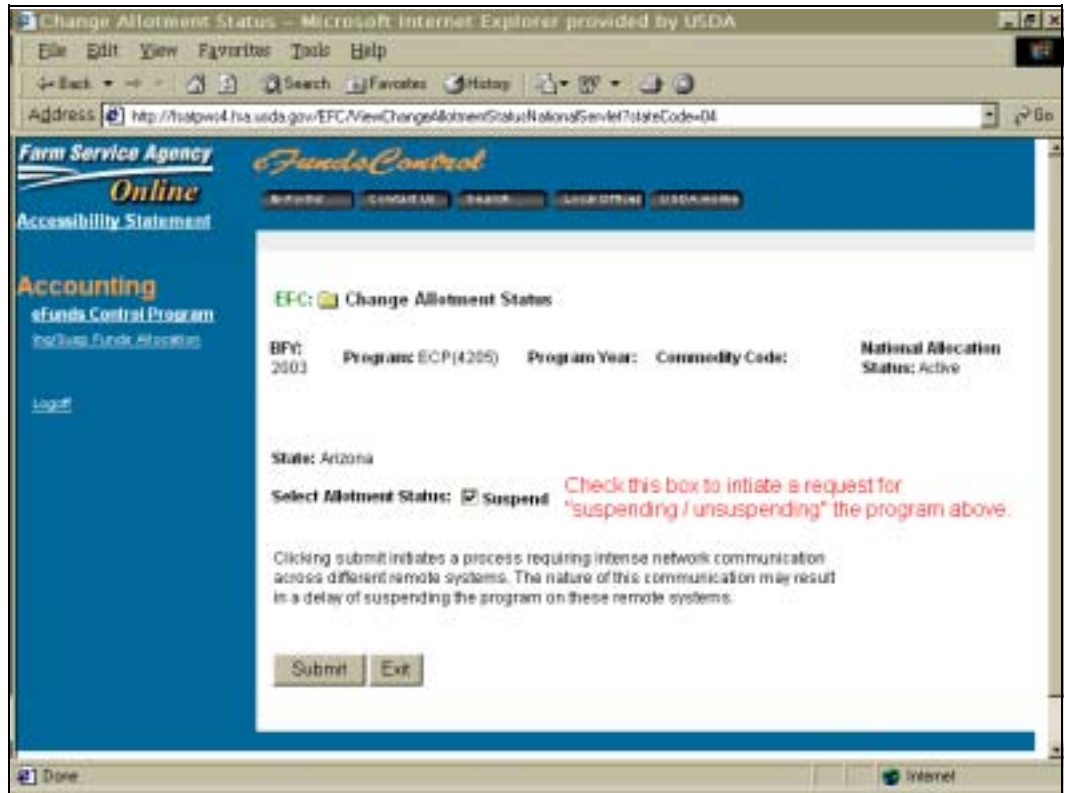
Suspend/Unsuspend Allotment Confirmation Screen will be displayed.

7   State Office Program Manager Responsibilities (Continued)

G
Suspending a
Program at State
Office Level
(Continued)

On Suspend/Unsuspend Allotment Confirmation Screen, either PRESS:

• "**OK**" to suspend the State
• "**Cancel**" to return to Inquire Funds Allotment Screen.

Suspending a program at State Office level will stop all county activity within that State once the message has been processed successfully through MQSeries at each county.
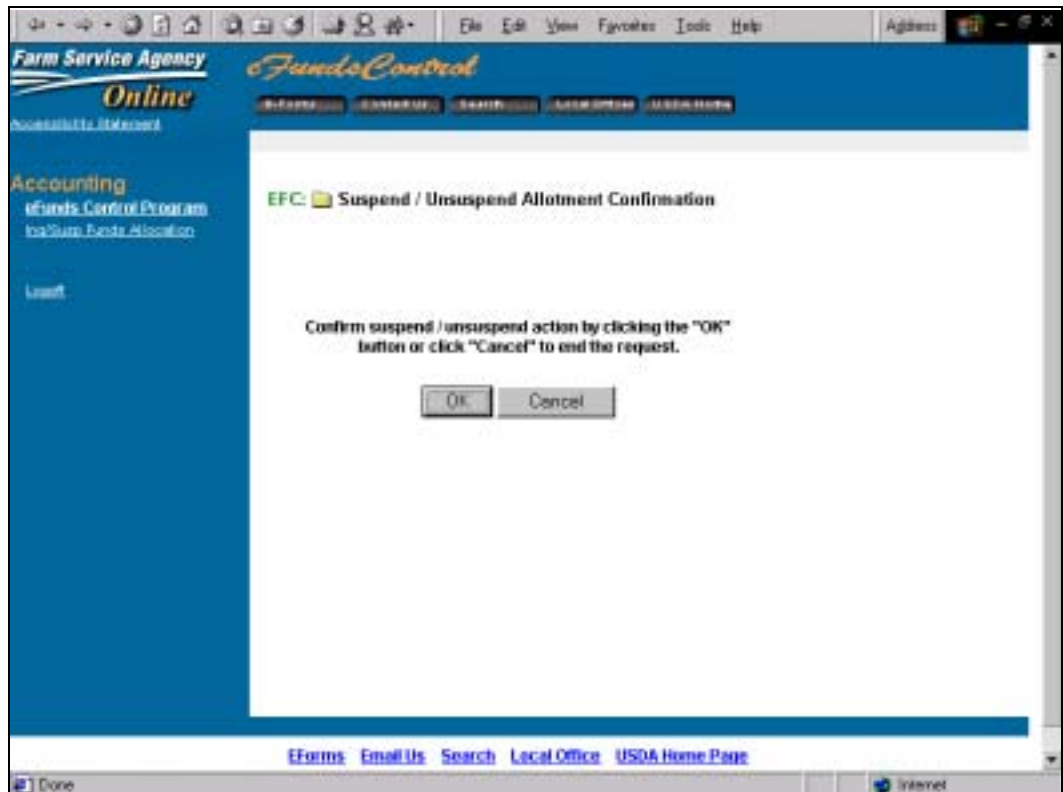
7   State Office Program Manager Responsibilities (Continued)

**H
Unsuspending a
Program at State
Office Level**

On Inquire Funds Allotment Screen, a list of States for a program will be displayed. To unsuspend a program at State Office level, PRESS "**yes**" under the "Suspended" column.

7   State Office Program Manager Responsibilities (Continued)

H
Unsuspending a
Program at State
Office Level
(Continued)

On Change Allotment Status Screen, check "**Unsuspend**" and PRESS **"Submit"**.

Note: If this is not the appropriate State to unsuspend, PRESS "**Exit**" to return
to Inquire Funds Allotment Screen.

Change Allotment Status Screen will be displayed.

7   State Office Program Manager Responsibilities (Continued)

H
Unsuspending a
Program at State
Office Level
(Continued)

On Suspend/Unsuspend Allotment Confirmation Screen, either PRESS:

• "**OK**" to unsuspend the State
• "**Cancel**" to return to Inquire Funds Allotment Screen.

Unsuspending a program at the State Office level will allow all county activity to resume within that State once the message has been processed successfully through MQSeries at each county.

7   State Program Manager Responsibilities (Continued)

**I
Suspending a
Program at
County Office
Level
(Continued)**

On Inquire Funds Allotment Screen, a list of counties for that State will be displayed. PRESS "**no**" in the "Suspended" column next to the county that is to be suspended.

Continued on the next page

7 State Program Manager Responsibilities (Continued)

**I
Suspending a
Program at
County Office
Level
(Continued)**

On Change Allotment Status Screen, check "**Suspend**" and PRESS "**Submit**".

Note: If this is not the appropriate county to suspend, PRESS "**Exit**" to return to Inquire Funds Allotment Screen

7   State Office Program Manager Responsibilities (Continued)

**I
Suspending a
Program at
County Office
Level
(Continued)**

On Suspend/Unsuspend Allotment Confirmation Screen, either PRESS:

• "**OK**" to suspend the county
• "**Cancel**" to return to Inquire Funds Allotment Screen.

Suspending a program at County Office level will stop that counties disbursements once the message has been processed successfully through MQSeries at the county.

7   State Office Program Manager Responsibilities (Continued)

**J
Unsuspending a
Program at
County Office
Level**

On Inquire Funds Allotment Screen, a list of States for a program will be
displayed. Select the State that has the county that is to be unsuspended.

7   State Office Program Manager Responsibilities (Continued)

**J
Unsuspending a
Program at State
Office Level
(Continued)**

On Inquire Funds Allotment Screen:

- a list of counties for the State will be displayed
- PRESS "**yes**" under "Suspended" column next to county to be unsuspended..

Note: If this is not the county to unsuspend, PRESS "**Exit**" to return to Inquire
Funds Allotment Screen.

Continued on the next page

7   State Office Program Manager Responsibilities (Continued)

**J
Unsuspending a
Program at State
Office Level
(Continued)**

On Change Allotment Status Screen:

- check "**UnSuspend**"
- PRESS "**Submit**".

7   State Office Program Manager Responsibilities (Continued)

J
Unsuspending a
Program at State
Office Level
(Continued)

On Suspend/Unsuspend Allotment Confirmation Screen, either:

• PRESS "**Cancel**" to return to Inquire Funds Allotment screen
• PRESS "**OK**" to unsuspend county.

Activity may resume once the message has been processed successfully through MQSeries at the county.

7 State Office Program Manager Responsibilities (Continued)

**K
Inquiring Funds
Availability by
State**

To inquire about funds available for a program, PRESS "**Inq Funds Availability**" next to desired program.

7 State Office Program Manager Responsibilities (Continued)

K
Inquiring Funds
Availability by
State
(Continued)

To date to view a report of funds available, on Search Programs By Percent of Funds Available Screen, enter the minimum percentage of funds expended to date and maximum funds expended.

The following example shows 0 percent and 100 percent. The percentages may be varied to narrow search as needed.

7   State Office Program Manager Responsibilities (Continued)

K
Inquiring Funds
Availability by
State
(Continued)

Inquire Funds Availability Screen will show the following:

- current allotments
- total funds collected
- total funds earmarked for disbursement
- total funds disbursed
- funds available.

7   State Office Program Manager Responsibilities (Continued)

L
Inquiring Funds
Availability by
County

There are 2 methods available to inquire about county funds availability. To inquire about a single State, on Inquire Funds Availability Screen, under "State" column, click on the appropriate State to view each county within that State for that program.

To setup the report in a printer friendly format for printing, PRESS "**Print**". To actually print the report, click "Print" on the PC's browser's tool bar.

7 State Office Program Manager Responsibilities (Continued)

**L
Inquiring Funds
Availability by
County
(Continued)**

To display each State with their respective counties, on Inquire Funds Availability Screen, PRESS "**View All Counties**".

To setup the report in a printer friendly format for printing, PRESS "**Print**".   To actually print the report, click "Print" on the PC's browser's tool bar.

8 Issuing Payments

**A
County Office
Action**

Procedures for issuing payments at County Office remains the same.

**B
State Office
Action**

To issue a payment at the State Office, funds must be allotted to the State as a County Office. The State as a county is shown as the first entry on list of counties when adding county for a program.

9   Logging Off

**A
Logging Off
Procedure**   To logoff E-FC application from most pages, PRESS "**Logoff**" which is the proper procedure for logging off the application. This will ensure that the connection with the associated ID has been disconnected. It is recommended if leaving the terminal, to logout of the application which will reduce the possibility of improper use of the application.

10 Glossary

**A
Definitions**   The following table explains terms that may appear on the website that may not be familiar to users.

Word/Term	Definition
Suspended	Disbursements cannot be made for a program at the level the suspension has taken place either at National, State, or County Office level, even if at a lower level of control status is active.
Unsuspended	Disbursements can be made for a program, unless at a lower level of control status is inactive.
Status: Active	Disbursements can be made for a program, unless at a higher level of control program has been suspended.
Status: Inactive	Disbursements cannot be made because program is out of balance with E-FC.
Allocation	Amount authorized to be spent nationwide for a fund or program.
Allotment	Lower level spending limitation set throughout the nation as determined appropriate by program managers.
Earmarked	Reserving of funds for a specific fund request from a program application
Reserve	Amount of money to be withheld from National allocation or State allotment to be used to cover shortages of lower level allotments.